

Sorting: Quick Sort and Data Sort

Quick Sort is a very simple sort. It will not recognize data records. Sorting will be based solely upon the *left most column*. You cannot sort row data (going across versus up and down).



Data Sort is far more powerful. It will sort either columns or rows of cells selected, can have a header cell that will not be sorted, and can use up to 3 columns/rows as criteria.

Quick Sort:

Select cells for sorting, but note that only the left most column will be used to determine the sorting order. All selected rows in the columns to the right will retain their location relative to the left most cell. Unselected columns will not be sorted. Click on top left top cell, and while holding down the button, move to the lower far right cell that you wish to include.

Note: Columns Changed but not Last name

Last	TrueFalse	Essay	Total
Acevedo	67	2	69
Cheeks	68	19	87
Ezell	67	12	79
Ezell	69	10	79
Johnson	53	1	54
Jordon	78	0	78
Moore	67	0	67
Robinson	59	13	72
Showers	73	6	79
Terrell	67	0	67
Williams	72	20	92

Click on either ascending or descending icon from the standard menu bar.

Last	TrueFalse	Essay	Total
Acevedo	53	1	54
Cheeks	59	13	72
Ezell	67	2	69
Ezell	67	12	79
Johnson	67	0	67
Jordon	67	0	67
Moore	68	19	87
Robinson	69	10	79
Showers	72	20	92
Terrell	73	6	79
Williams	78	0	78

and you are done.

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Data Sort:

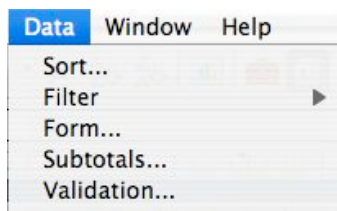
Use Data Sort when you want to sort by records [all the cells of a row are part of the record and will remain together] where the column(s) or row(s) used as the criteria do **not** have to be on the left. You may also use up to 3 columns/rows as criteria for sorting, i.e. sort on graduation year, test score and last name. All the selected cells will retain their relationship to the other columns/rows. You have an option to determine if the top row or left column is a header and will not be included in the sorting – but will remain in the same cell location.

Select cells for sorting. Click on top left top cell, and while holding down the button, move to the lower far right cell that you wish to include. You may include the headers. IF YOU INCLUDE THE HEADERS, when the sort menu shows, you can use the name of the header for sorting instead of a column name.

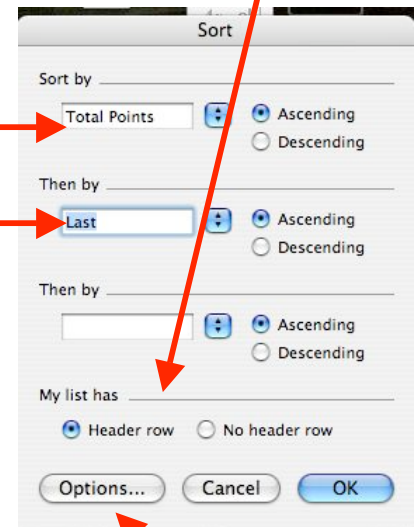
	First	Last	TF Points	TF Percent	Essay Points	Essay Percent	Total Points	Total Percent
25	Hector	Acevedo	67		2		69	
26	Robert	Cheeks	68		19		87	
27	Alyssa	Ezell	67		12		79	
28	Shela	Ezell	69		10		79	
29	Tashonda	Johnson	53		1		54	
30	Candace	Jordon	78		0		78	
31	Martell	Moore	67		0		67	
32	Warren	Robinson	59		13		72	
33	Jabrill	Showers	73		6		79	
34	Ashley	Terrell	67		0		67	
35	Ashley	Williams	72		20		92	

Selecting headers is OK. It makes it easy to select columns to sort. See option below.

Top Menu: Select “**Data**” from top menu, then select “**Sort**”.



Sort Dialog Box appears. Select column(s) to sort. You may select up to 3 different column(s) or rows.



NOTE: if you wish to sort on rows (left to right) use options.

The Final Product.

	First	Last	TF Points	TF Percent	Essay Points	Essay Percent	Total Points	Total Percent
25	Tashonda	Johnson	53		1		54	
26	Martell	Moore	67		0		67	
27	Ashley	Terrell	67		0		67	
28	Hector	Acevedo	67		2		69	
29	Warren	Robinson	59		13		72	
30	Candace	Jordon	78		0		78	
31	Alyssa	Ezell	67		12		79	
32	Shela	Ezell	69		10		79	
33	Jabrill	Showers	73		6		79	
34	Robert	Cheeks	68		19		87	
35	Ashley	Williams	72		20		92	